

## **Personal Assistant: Person Specification and Job Description**

### **Job Reference: RP-AA-26MAR19**

#### **General Information:**

- Your job as a Personal Assistant is to assist the disabled person to meet their personal, social and domestic needs and any other day-to-day requirements or activities;
- Through your support as a Personal Assistant, the disabled person is able to lead an individual, independent and active life, in his or her own home or within the community;
- You should always ask what the disabled person's needs are and listen and act upon their requests and directions;
- If employed you will be asked to provide two suitable references.

#### **Job Description**

##### **Your tasks may include:**

- Support A (the disabled person) with breakfast.
- Make sure she is dressed and ready to go out.
- Take A to and from Share Community Centre on Monday, Tuesday and Friday.
- Either drive A to the Centre or accompany her on public transport.
- Stay with A long enough to settle her.
- Arrive to collect A early enough to prepare her for travel, making sure she is settled and relaxed enough to travel safely.
- Taking part in social occasions or leisure activities.

The disabled person is the person best qualified to know what their needs are and how they are best met. For the most part therefore, areas of assistance can be learned and familiarised through you and the disabled person working together. Where required, your employer will provide practical training and guidance.

## **Person Specification**

### **You should be:**

- Experienced in supporting a disabled person with their personal care;
- Reliable and trustworthy;
- Able to accept responsibility;
- Able to work independently and show initiative as required;
- Willing to learn the job well;
- Diligent and conscientious;
- Committed to equal opportunities in your attitude and the way you carry out your work;
- Able to handle the physical tasks of lifting, handling, pushing and bending, unless otherwise stated. You do not need to be physically strong to do certain tasks well, but it does help, together with good general health.

### **Your Responsibilities:**

- Arrive at the agreed time ready to work;
- Give notice if you are going to be more than ten minutes late;
- Respect the privacy of the person you are working for and maintain a professional approach at all times, being careful to treat your working relationships as confidential, including the assistance provided;
- Understand and be mindful of the disabled person's right to dignity, respect and independence;
- Communicate and discuss any problems that arise as soon as possible;
- Respect your employer's possessions and equipment and only use the telephone, television, radio, fridge etc with appropriate consent.